

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

April 9 - [City Council Meeting Agendas](#)

Looking Ahead

Monday, April 8: School Board Work Session

Wednesday, April 10: Board of Zoning Appeals, Environmental Sustainability Taskforce meetings; WPRD Eggcessible

Saturday, April 13: WPRD Easter Egg Hunt

Tuesday, April 16: Economic Development Authority, Planning Commission meetings

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The four City-owned museums opened for the 2019 season on April 1. The museums include: Stonewall Jackson's Headquarters (pictured above), George Washington's Office, Abram's Delight and log cabin, and the Hollingsworth Mill. [More Info](#)

City Manager's Takeaways

Developed two additional budget options for Council's consideration during the upcoming Council meeting. A total of six options are under consideration based on real estate tax rates of 90¢, 91¢, 92¢, 93¢, 94¢ and 95¢ per \$100 of assessed value.



Public Safety

Winchester Police

- Attended the Youth Development Center, Achievement Center, special event security, and Shenandoah University concert, Sunday in the Park planning, TRIAD, and Community Response Team planning meetings.
- Attended Financial Crimes, Crime Reduction, Emergency Communications Supervisor trainings.
- Held an Emergency Communications information session with 14 in attendance.
- Conducted Drug Court curfew checks and business license checks.
- Held the first Junior Academy of 2019. Began planning for the North End Summer Kickoff and Cookies with a Cop with SAAA.
- Worked on accreditation files and submitted two policies for review.
- Completed applicant background checks and scheduled interviews.
- Assisted Zoning and Inspections in code enforcement.
- Violent crimes:
 - Crimes against persons (felony) - 2
 - Crimes against persons (misdemeanor) - 17
- Property crimes:
 - Residential Burglaries - 0
 - Commercial Burglaries - 1
 - Other - 38

Winchester Fire and Rescue

- Onboarded two employees who started their service with Fire & Rescue on Monday, April 1.
- Continued refresher training with departmental paramedics for medication assisted induction and other techniques.
- Completed Flashover training at Loudoun County Fire and Rescue.
- Conducted walk-through and safety inspection of Handley Regional Library.
- Assisted John Handley High School with Career Exploration Night - the department utilized this opportunity to recruit for the volunteer system and to spark interest in Fire and Rescue as a career.
- Received donation of 50 disaster preparedness kits from Allstate Insurance. These kits will be used as needed within the community and given to the Community Emergency Response Team.

Police Activity	#
Calls for Service	747
Crash Reports	8
DUI/DWI	2
Alarms/False Alarms	14/14
Directed Patrols	37
Directed Patrols (OTW)	5
Extra Patrols	84
Extra Patrols (OTW)	2
Traffic Citations	23
Traffic Warnings	55
BWC reports	2
Special Events Permits Received/ Approved	8/3 35 rec'd YTD

Fire Activity	#
Fire	12
Overpressure	0
EMS/Rescue	12
Hazardous Cond.	3
Service Call	7
Mutual Aid Given	12
Good Intent	10
False Alarms	6
Special Incident	1
Plan Review	3
Inspections	7
Reinspections	1

- Prepared and distributed "*Mobile Food Vendor*" guidelines to Apple Blossom Festival and posted to the Fire Department web page as a result of statewide Fire Code updates.
- Continued working on old fire protection drawing scans for archiving and space management.
- Scheduled multiple Fire Extinguisher Training sessions based on citizen requests.
- Continued working on annual Hotel/Motel Fire Inspections with assistance from Code Enforcement.

Emergency Management

- Completed radio system upgrade with Motorola and NICE.
- Assisted the Fire Department with specs of roof mount antenna for a possible wireless modem installation.
- Met with Frederick County for the upcoming Waka Floka Flame concert at Shenandoah University.
- Prepared cache radios for deployment for the upcoming events.

Development Services

Economic Redevelopment

- Participated in the Widget Cup competition; where local high school students compete on the development and construction of a product that will be used by a local company.
- Attended the Old Town Advancement Committee meeting.
- Continued working on the Employer Expo to be held on May 23rd in Jim Barnett Park; conducted follow up conversations with employers participating in the event; 20 employers have committed to participate.
- Worked with Old Town Advancement Committee chair on the discussion of a city-wide Shop Local campaign.

Winchester/Frederick County Tourism

- Began compiling a thorough list of agritourism sites/farms in the Winchester-Frederick County area in order to lay the groundwork for new agritourism initiatives to support that industry.
- Attended the monthly [Shenandoah Spirits Trail](#) meeting - discussed the success of our new [WINC FM campaign](#), our new digital research and marketing effort through [Converge Local](#), and our upcoming pocket map reprint and design.
- Attended a [Winchester Wings & Wheels](#) planning meeting - date of the event is Saturday, June 1 and began event promotions.
- Continued planning for the upcoming Spring Tourism Ambassador training on Tuesday, April 9 at Alamo Drafthouse.
- Attended the monthly OTAC Tourism Task Force meeting to discuss Civil War Trails sign adoption and the upcoming HOG Rally.
- Attended the monthly Shenandoah Valley Tourism Partnership meeting on Thursday and discussed numerous things, including the upcoming showcase event on May 10 (invitations went out this week), new Utrip integration, new promotional videos, and new social media / video marketing campaign.

Old Town Winchester (OTW)

- Attended the National Main Street Conference.
- Worked with Broken Window, Shenandoah University Jazzathon, Harley Rally, Children's Business Fair, Rally in the Alley and the Shimmy Mob regarding their events in Old Town Winchester.
- Participated in monthly radio broadcast on The River's Valley Today to promote events in OTW.
- Finalized poster design for 2019 OTW Farmers Market with help of the City's Communications staff.
- Finalized and ordered stakeholder mailing postcard providing road closures and parking changes due to the Apple Blossom Festival.
- Worked on quarterly reports for Virginia Main Street.
- Reviewed 13 Farmers Market applications, selected vendors and layout for the 2019 market season.

Planning

- Staffed the April 2nd Planning Commission work session and reviewed the cases appearing on the April 16th regular Commission meeting. Items include a public hearings on a Conditional Use Permit for ground-floor residential conversion at the rear of 117 S. Loudoun St, a Zoning Text Amendment pertaining to uses signage for regional tourism destinations such as Museum of the Shenandoah Valley, and a Zoning Text Amendment pertaining to uses in the M-1 and M-2 zoning districts.
- Staffed the April 2nd Metropolitan Planning Organization Technical Advisory Committee meeting where the draft Unified Planning Work Program (UPWP) was reviewed and recommended to Policy Board for commencement of the 20-day comment period.
- Worked with the Chief Financial Officer to refine a draft online OpenGov citizen survey to gain early input on the update to the Comprehensive Plan.
- Staffed the April 4 Board of Architectural Review meeting where a minor change to the local design guidelines was approved to provide guidance on the use of new window materials for new commercial construction.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

Zoning and Inspections

- Completed:
 - 99 building permit inspections and issued 71 building/trades permits (\$1,178,580 valuation)
 - Notable permits: 152 Linden Drive - plumbing/mechanical permits for new office building - \$460,000 valuation
 - 97 code enforcement inspections and initiated 50 new cases
 - 14 new business reviews (11 Certificates of Business, 3 Certificates of Home Business)
- Attended Community Response Team (CRT) meeting.
- Prepared Board of Zoning Appeals agenda packet for 4/10 meeting.

- Issued certificates of occupancy for several new single family dwellings: 312, 316, 324, 328 Linden Drive.
- Attended Planning Commission work session. The Commission reviewed two text amendments in advance of the public hearing on 4/16. One amendment is privately initiated and pertains to signage allowances in the Corridor Enhancement overlay district, and the second amendment is publicly initiated and pertains to by-right and conditional uses in the M-1/M-2 districts.
- Gave an orientation to new Board of Zoning Appeals alternate member.
- Attended the Virginia Plumbing and Mechanical Inspectors Association (VPMIA) Annual School of Instruction.

Permit #	Type	Address	Description	Value
19 00001003	PLBG	508 ALLSTON CIR	EXPANSION TANK	\$200
19 00001010	PLBG	441 IMPERIAL ST	EXPANSION TANK	\$200
18 00000836	FSUP	1775 NORTH SECTOR CT	NEW WET SYSTEM	\$16,000
19 00001017	PLBG	409 SUMMIT AVE	EXPANSION TANK	\$200
19 00001005	PLBG	218 BEEHCROFT RD	EXPANSION TANK	\$200
19 00000964	MECH	1390 MAGRUDER CT	REPLACEMENT FURNACES	\$3,300
19 00001014	PLBG	1400 OPEQUON AVE	EXPANSION TANK	\$200
19 00001012	PLBG	113 MILLWOOD AVE	EXPANSION TANKS	\$1,200
19 00001006	PLBG	424 BEEHCROFT RD	EXPANSION TANK	\$200
19 00000825	RR	2547 MIDDLE RD	REPLACE ROOF	\$2,500
18 00001481	NRRM	2350 S PLEASANT VALLEY RD	INTERIOR TENANT REMODEL	\$42,236
19 00001004	PLBG	542 ARMOUR DALE	EXPANSION TANK	\$200
19 00001008	PLBG	601 DULLES CIR	EXPANSION TANK	\$200
19 00000585	PLBG	323 W WHITLOCK AVE	NEW/REPLACEMENT FIXTURES	\$98,000
19 00000872	NR	732 BERRYVILLE AVE	REROOF	\$101,675
19 00001016	PLBG	2620 STONEGATE DR	EXPANSION TANK	\$200
19 00000968	MECH	525 AMHERST ST	REPLACE GAS FURNACE	\$6,000
19 00001009	PLBG	934 FRANKLIN ST	EXPANSION TANK	\$200
19 00001015	PLBG	1404 OPEQUON AVE	EXPANSION TANK	\$200
19 00001007	PLBG	554 BELLVIEW AVE	EXPANSION TANK	\$200
19 00000764	PLBG	323 HOPE DR	NEW FIXTURE	\$5,500
19 00001013	PLBG	1325 OPEQUON AVE	EXPANSION TANK	\$200

Permit #	Type	Address	Description	Value
19 00001020	NGAS	640 WATSON AVE	REPLAC OUTLET FOR W. HEATER	\$300
19 00001011	PLBG	300 MILLER ST	EXPANSION TANK	\$200
19 00000386	SIGN	126 N LOUDOUN ST	NEW SIGNS	\$2,000
19 00000585	MECH	323 W WHITLOCK AVE	ADD MINI SPLIT HEAT PUMPS	\$5,000
19 00000257	MECH	426 HANDLEY BLVD	INSTALL ELEVATOR CAR	\$38,749
19 00000901	DECK	649 DUNLAP ST	REPALCE EXISITING DECK W/ NEW	\$52,000
18 00001852	PLBG	317 S CAMERON ST	REPLACEMENT FIXTURES	\$4,000
19 00000736	BLDG	2948 SECOND ST	REAR ADDITION	\$10,000
19 00000391	ELEC	2350 S PLEASANT VALLEY RD	REMODEL	\$160,000
19 00000670	BLDG	404 LANNY DR	INSTALL 37 MOUNTED SOLAR ARRAY	\$33,300
19 00000899	BLDG	130 OMPS DR	INSTALL 40 SOLAR PANELS	\$36,970
19 00000585	ELEC	323 W WHITLOCK AVE	REMODEL	\$850
18 00000417	CHNG	523 S CAMERON ST	EXTENDED STAY USE	\$0
19 00001021	NGAS	1340 L.P. HILL DR	INSTALL FIRE PIT & GRILL	\$4,000
19 00000672	ELEC	608 S WASHINGTON ST	REMODEL	\$500
19 00000962	ELEC	346 E PICCADILLY ST	SVC UPGRADE WITH WAIVER	\$750
19 00000963	ELEC	716 WOODLAND AVE	CHANGE OUT SVC CABLE	\$500
19 00000870	ELEC	2190 S PLEASANT VALLEY RD	SIGN	\$50
19 00001034	PLBG	260 SHENANDOAH AVE	EXPANSION TANK	\$200
19 00001026	PLBG	19 W BOND ST	EXPANSION TANK	\$200
19 00001029	PLBG	222 EAST ST	EXPANSION TANK	\$200
18 00001667	PLBG	152 LINDEN DR	NEW WORK	\$120,000
19 00001030	PLBG	169 LINDEN DR	EXPANSION TANK	\$200
19 00001037	PLBG	415 WENTWORTH DR	EXPANSION TANK	\$200
19 00001028	PLBG	404 CORNWALLIS CT	EXPANSION TANK	\$200
19 00001031	PLBG	1020 1024 S LOUDOUN ST	EXPANSION TANK	\$200
19 00001032	PLBG	110 W PALL MALL ST	EXPANSION TANK	\$200
19 00001025	PLBG	314 BEEHCROFT RD	EXPANSION TANK	\$200

Permit #	Type	Address	Description	Value
19 00000934	TTS	901 AMHERST ST	TENT FOR 4/11-15/19	\$50,000
19 00001038	PLBG	526 WENTWORTH DR	EXPANSION TANK	\$200
19 00000039	BLDG	2328 HARRISON ST	CONCRETE PATIO/WALL	\$5,000
19 00001040	PLBG	543 YORK AVE	EXPANSION TANK	\$200
19 00001043	NGAS	2336 STONERIDGE RD	FURNACE OUTLET	\$200
19 00001041	PLBG	547 YORK AVE	EXPANSION TANK	\$200
19 00001042	PLBG	580 YORK AVE	EXPANSION TANK	\$200
18 00001667	MECH	152 LINDEN DR	NEW WORK	\$340,000
19 00001039	PLBG	517 YORKTOWNE PL	EXPANSION TANK	\$200
19 00000960	BLDG	102 HAWTHORNE DR	ADDITION	\$20,000
19 00001033	PLBG	118 RUSSELCROFT RD	EXPANSION TANK	\$200
19 00001036	PLBG	441 SUPERIOR AVE	EXPANSION TANK	\$200
19 00001035	PLBG	309 SUMMIT AVE	EXPANSION TANK	\$200
19 00001023	PLBG	524 BARR AVE	EXPANSION TANK	\$200
19 00001027	PLBG	27 W BOND ST	EXPANSION TANK	\$200
19 00001024	PLBG	307 BEEHCROFT RD	EXPANSION TANK	\$200
19 00001052	NGAS	312 FOX DR	REPLACEMENT FURNACE	\$100
18 00001611	BLDG	918 VALLEY AVE	REMOVE DRYWALL & INSULATE	\$1,000
19 00001052	MECH	312 FOX DR	REPLACEMENT FURNACE	\$4,600
19 00000667	BLDG	1201 WHITTIER AVE	REMODEL BATHROOM	\$5,000
18 00000391	SIGN	370 BATTLE AVE	1 BLDG MOUNTED SIGN	\$500
Total:71				\$1,178,580

Public Services

- Work is progressing on the installation of the automated safety bollards on the north end of the Pedestrian Mall at Piccadilly Street. Work on the electrical controls on the south end of the Mall at Cork Street is nearing completion. The large electrical control cabinets being installed that house the electrical controls and hydraulic pumps will be wrapped in the near future.
- Completed street repaving on W. Clifford between Stewart and Courtfield. Repaving will be completed next week on Courtfield between W. Clifford and W. Leicester and on W. Leicester between Tennyson and Courtfield.
- Opened bids for the northeast sidewalk improvements project - five bids were received. This project will replace approximately 2.1 miles of sidewalks in the northeastern section of the City using \$1 million in federal grant funds the City receives from the Community Development Block Grant (CDBG). Work is expected to begin by June.
- Provided bid documents for two projects to Purchasing for advertisement. The two projects are HVAC, structural, and roof repairs at Handley Library and the construction of the prefabricated metal fire training structure (burn building).
- Attended the regular meeting of the technical advisory committee of the Winchester-Frederick Metropolitan Planning Organization.
- Met with the consultant completing the analysis of the City's solid waste operations to review their findings and recommendations. The consultant will present their findings and recommendations at an upcoming City Council work session.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	456	4,422
Water service lines replaced (number)	0	334
Water meters replaced (number)	1	894
Sanitary sewer mains replaced/lined (linear feet)	0	164
Sanitary sewer laterals replaced (number)	0	68
Sanitary manholes replaced (number)	11	22
Sidewalks replaced (linear feet)	447	5,761

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Sidewalks repaired/replaced	0	0	Linear feet
	Streets repaved	0	0	Lane miles
	Potholes repaired	0	68	#
	Mowing	0	0	Acres
	Miles of streets swept	94	415.60	Miles
	Tons of leaves hauled	0	32.80	Tons
Trees	Dead/diseased trees removed	7	56	#
	Trees trimmed	0	67	#
	Stumps removed	13	101	#
Traffic	Street signs Installed/replaced	5	121	#
	Pavement markings repainted (City)	0	144	Linear feet
	Pavement markings repainted (contractor)	0	0	Linear feet
Refuse & Recycling	Refuse collected	120.06	1,564.05	Tons
	Recycling collected	52.38	505.47	Tons
	Large item pickups	4	50	#
Transit	Total passengers	2,824	31,412	#
	Revenue miles pick up/drop off	3,753	46,937	Miles
	Revenue hours pick up/drop off	349.80	4,233.67	Hours
Utility billing	Payments processed	1,210	20,199	#
	New bills mailed out	2,817	18,614	#
	Water services turned off (non-payment)	17	128	#
Water treatment plant	Average daily water demand	5.71	6.13	Million gallons/day
	Peak daily water demand	5.96	7.52	Million gallons/day
Wastewater treatment plant	Average daily flow treated	9.08	10.30	Million gallons/day
	Peak daily flow treated	10.97	20.04	Million gallons/day
Water distribution and wastewater collection	Water main breaks repaired	0	8	#
	Water meters read	1,209	19,503	#
	Fire hydrants flushed	0	0	#
	Sewer mains cleaned	8,211	31,019	Linear feet
	After-hours call outs	3	88	#

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Engineering	Site plans reviewed	0	17	#
	Floodplain permits issued	3	40	#
	Utility as-builts reviewed	0	3	#
	Right-of-way permits issued	9	54	#
	Land disturbance permits issued	0	0	#
	Stormwater facility inspections	0	111	#
	Erosion and sediment control inspections	51	677	#
	Erosion and sediment notices to comply	2	6	#
Facilities Maintenance	Work requests completed	24	275	#
	Special events assistance	1	4	#
	Maintenance of pedestrian mall	34	408	Staff hours
Equipment maintenance	Total repairs completed	86	1,089	#
Winchester Parking Authority	Work requests completed	8	102	#
	Special events - assistance provided	0	9	#
	Vandalism or property damage issues	1	5	#
	New monthly rentals	0	77	#
	Monthly rental cancellations	3	28	#
	Hourly parkers (all four garages)	3,012	34,841	#
	Park-Mobile transactions	730	7,150	#

Social Services

- Received 73 Benefit Program applications: 24 SNAP, 39 Medicaid, 7 TANF, 0 VIEW, 2 Child Care, 3 Auxiliary Grant, 2 General Relief, 0 Home Energy Assistance Program
- Provided case management to:
 - 3,408 Medicaid cases
 - 1,580 SNAP cases
 - 67 TANF cases
 - 17 Auxiliary Grant cases
 - 40 individuals receive VIEW services
 - 48 families/99 children receive Child Care Subsidy Assistance (55 families/94 children are currently on the waiting list for child care assistance).
- Provided case management to 1 Interstate Compact on the Placement of Children (ICPC) case.

Weekly Activity	#
Clients walk-ins/drop-offs	175/113
Child Protective Service referrals	8
Placed "on notice" for foster care entry by JDRC	3
Children in foster care	58
Entered/exited foster care	3/0
Adoption subsidy cases/adoptions finalized	51/0
Child Protective Service (CPS) case management load	55
Benefit program fraud & overpayment referrals/investigations/recoupment claims	1/1/18
CPS family assessments & investigations of alleged maltreatment	66
Family Service intakes	3
Adult Protective Service referrals	1
Adult services case management load	9
Adult guardianships/cases	2/66
Adult Protective Service investigations/intakes	32/2
Family Services Prevention case management load	6
Uniform Assessment Instrument screenings	0

Parks & Recreation

- Accepted applications for Lifeguard, Recreation Center Attendant, Maintenance Tech I, and Seasonal Maintenance Tech and conducted interviews.
- Provided INSIGHT Citizen's Academy presentation.
- Sent Summer Activity Guide to the printer. Target distribution date is April 15.
- Contracted Consolidated Electric to make repairs to the Outdoor Pool light this week.

Support Services

Innovation & Information Services

- Fixed Novatime clock power issue at the Joint Judicial Center and resolved Novatime clock black screen at the Woodstock Lane offices.
- Sent first data set to OpenGov for the City's OpenData portal to be launched soon.
- Made required changes to Personal Property semi-annual billing program.
- Built VLANs and firewall interfaces and rules for Text to 911 connection.
- Completed Timbrook Public Safety Center firewall and GPO changes related to camera system upgrade.
- Upgraded backup server to latest version and deployed new agent to all servers.
- Assisted vendor with Sheriff RMS upgrade.
- Completed multiple email searches for FOIA requests.
- Completed Phase 1 of network hardware installation for water treatment plant network expansion
- Procured wireless access points for network expansion at City Hall, Parks, and Water Treatment Plant.
- Discussed shared network support for the local DSS office with Virginia Social Services.

Communications

- Distributed the April 3, 2019 CitE-News issue.
- Handled 3 media requests for City information and staff interviews and 5 media requests for WPD.
- Handled or began processing 7 new FOIA requests (staff hours: 15+).
- Finished designing various marketing materials for the 2019 Farmers Market.
- Continued editing the Annual Report for 2018. The first draft of the document is nearing completion.
- Hosted two INSIGHT Academy sessions - Commissioner of the Revenue/Treasurer and Parks and Recreation. Only two weeks remain.
- Began preparations for the INSIGHT Citizen's Academy graduation ceremony on April 18.
- Edited and released Parks & Recreation's April e-newsletter, ActivitE-News.
- Created and posted an SPCA donation drive social media graphic for the WPD Volunteers in Policing.
- Assisted the WPD during the first 2019 Junior Academy with registration, photography and operations.
- Created flyers for the Egg Hunt and Eggcessible events at the Park.
- Began planning for the next Rouss Review podcast which will cover multiple aspects of the City's activities during the Apple Blossom Festival.
- Created a large poster for police officers to sign as a thank you note for Volunteers in Policing for Volunteer Appreciation Week.
- Began designing the wrap for the downtown bollard utility cabinets.
- Updated the Boards and Commission Member Appointment and Management Guidelines document for Council's discussion and possible endorsement on April 9.
- Nominated several Communications impactful projects for 3CMA Savvy awards.
- Designed back of Winchester Royals ticket for Spottswood Poles night on June 14.
- Continued working on edits of the Council Retreat video and read/edit draft Council minutes.

Date	City of Winchester News Releases
4/2	Winchester Police Department's K9 Jax has received donation of body armor - read
Date	Segments on WDVM
3/30	Police asking residents to utilize victim witness program - watch
3/31	New program helps parents work with kids to combat drug addiction - watch
4/1	Winchester residents must purchase dog tags to avoid fines - watch
4/4	Winchester man facing malicious wounding charges - watch
Date	Articles in <i>The Winchester Star</i>
3/30	Our Views: Hospital project - No matter how you cut it, it's still too big for its footprint
	Open Forums: Aesthetic excellence - Senior living center will add to the neighborhood
	Open Forums: Amateur hour - Council showed its bad side Wednesday
	City Council may monitor School Board meetings
4/1	Tournament touts the advantages of a drug free lifestyle
	Winchester dog tags go on sale today
	Out of the Past (photo - Winchester Police Department)
4/2	Commentary Open Forum: Anyone looking out for seniors?
4/3	Man bloodied in rock attack
	City preparing survey to help guide growth
4/5	No vinyl to be allowed in Old Town
	Park patrols to increase after groping incident